

OTR

OFFICE OF TRAINING REGULATION NO. 5-5

15 September 1955

SUBJECT: OTR Weekly Activity Report

RESCISSION: Memo dated 24 Feb. 54 from DTR to Division and Staff Chiefs,  
OTR: "Weekly Activity Reports"

1. GENERAL

The function of the Weekly Activity Report is to provide the Director of Training with information on the activities of the various Schools and Staffs to aid him (a) in effective administration of the Office and (b) in the preparation of a weekly report to the DCI on the status of the Agency training effort. The report also presents the material necessary for maintaining a historical record of the development of the Office of Training.

2. RESPONSIBILITIES

- a. Each School or Staff Chief will submit a weekly report on the activities of his component covering the period from 1200 hours Tuesday of the previous week to 1200 hours the following Tuesday. Branch or other sub-division reports, if prepared, should be appended.
- b. The Chief, Plans and Policy Staff, is responsible for:
  - (1) preparation of the OTR Weekly Summary;
  - (2) circulation of the Weekly Activity Reports to School and Staff Chiefs and other designated officials on an "EYES ONLY" basis;
  - (3) circulation of the OTR Weekly Summary to School and Staff Chiefs on an "EYES ONLY" basis.

3. PROCEDURES

- a. The weekly activity report will be prepared under the following headings.
  - (1) Significant Items: Under this heading the report will include matters of sufficient importance to be called to the attention of the Director of Training for incorporation in the OTR Weekly Summary Report forwarded to the DCI.
  - (2) Other Activities: In this category the report will discuss the status of other activities that occupy the Staff or School, specific problems of operation, or other matters of current interest to the Director of Training.

S-E-C-R-E-T

OFFICE OF TRAINING REGULATION NO. 5-5

15 September 1955

- (3) Personnel Notes: This heading will group all remarks on personnel such as those on transfers, entrances on duty, promotions, births, deaths, marriages, sickness, and vacancies.
- b. The material will be complete in all essential details, but concisely stated. When appropriate the report will comment on action recommended or required, and indicate the responsible Staff or School Chief. Verbal instructions received from the Director of Training or Deputy Director of Training directing or authorizing projects or actions will also be included.
- c. Reports will be submitted on Government memoranda form, original and three carbons, directed to the Chief, Plans and Policy Staff, Room 4, [REDACTED] Reports are due by 1600 hours each Wednesday. 25X1A

[REDACTED]  
MATTHEW BAIRD  
Director of Training

25X1A

Distribution: School, Staff, and Branch Chiefs/OTR